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be possible if training classes would submit courses. He made a plea for the academic background, preferring an academic education and elementary library training to less education and more special training.

The chairman of the A.L.A. Committee on Library Training made no report.

The following officers were elected for the coming year:

Elva L. Bascom, University of Texas Library School, chairman.

Marie Newberry, Toledo Public Library, vice-chairman.

Blanche Watts, Iowa Summer School, secretary.

L. L. MORGAN,
Vice-Chairman.

PUBLIC DOCUMENTS ROUND TABLE

First Session

Eighty librarians were present at the first meeting of the Public Documents Round Table held on June 27, with H. H. B. Meyer presiding.

A brief statement was submitted on

REPORT OF COMMITTEE ON POPULAR USE OF DOCUMENTS

BY JESSIE M. WOODFORD, *Chicago Public Library*

A year ago this committee was authorized to continue its work and bring to a practical finish the documents survey reported at the Documents Round Table of last year, by the preparation of a *Handbook on the popular use of documents*, the material for which had largely been supplied by the replies to the questionnaire.

It is a pleasure to report this work as under way, after the usual delays, although not as far advanced as the committee hoped it would be. The *Handbook* has been outlined and submitted for criticism to the chairman of the Documents Committee, and to the co-members of the sub-committee. Through Mr. Meyer it was also submitted to the Editorial Committee of the A. L. A. at the mid-winter conference. The Editorial Committee took no formal action, as hardly enough progress had been made to warrant it, but through Mr. Milam assured the sub-committee of its interest, the secretary adding the hope that the manuscript would be soon ready for consideration.

The plan is for a small, hundred-page, bound handbook, divided into nine chapters and illustrated with a few necessary views of methods. The committee's aim is to provide

a clear, simple outline of successful and practical methods for carrying on popular work with documents—something that will meet the existing need of the smaller as well as the larger libraries, culling from the mass of material which the survey on the popular use of documents has provided.

The chapter headings are as follows: Documents in libraries; How to obtain documents; Classification; Cataloging; Arrangement and care of documents; Preparation for circulation; Publicity methods; Assistants for document work; Documents for popular use.

It may be inferred from the chapter titles that the plans of the committee duplicate Mr. Wyer's justly famous pamphlets: *U. S. government documents in small libraries*, and *Government documents (state and city)*, which he is revising and which will shortly be issued in one pamphlet, but the aim of the committee is to treat the matter from an entirely different point of view, and to avoid all unnecessary duplication by consulting Mr. Wyer's helpful work.

Your criticism and suggestions are most earnestly requested, and your chairman will welcome such, for if the *Handbook* is to be the guide we hope it will be, it must not only be accurate and thoroughly practical, but have the spirit which underlies dynamic force,—the power to serve.

Respectfully submitted,

JESSIE M. WOODFORD, Chairman,
EDITH GUERRIER,
EMMA HANCE,
ALTHEA WARREN,

Sub-Committee on Popular Use of Documents.

Then followed an address on

THE YEAR'S DEVELOPMENTS TOWARD BETTERMENT OF PUBLIC DOCUMENTS SERVICE TO LIBRARIES

BY MARY A. HARTWELL, *Office of Superintendent of Public Documents, Washington, D. C.*

It is safe to assume that librarians who choose to come to this Public Documents Round Table meeting are interested in and familiar with United States government publications; hence many of you may already know the year's happenings in the office of the superintendent of public documents, as the latest printing bill calls our office. However, I hope you may hear something of interest, and I think I may promise you at least one or two real surprises.

In preparing this report of the year's progress, I have followed the lines suggested by last year's round table resolutions and by an official report of July 29, 1921 (not printed), which after my return to Washington I submitted to the public printer, George H. Carter. First of all, let me speak of the

CHECKLIST SUPPLEMENT AND INDEX

Copies of last year's round table resolution, urging the importance of bringing the document catalogs to date and of issuing at an early date a supplement to the *Checklist* and an index to both the original *Checklist* and the *Supplement*, were immediately forwarded by the public printer and by the secretary to the Joint Committee on Printing (Ansel Nold) to the superintendent of documents for his consideration and report thereon. To the public printer, and through him to the Joint Committee on Printing, Alton P. Tisdell, the superintendent of documents, in August of last year submitted a carefully considered report which, however, is too long to incorporate in this paper.

The essential feature of Mr. Tisdell's reply was to the effect that the paramount question is to print up to date the document catalogs that are required by law, and that to do this and at the same time to lay the foundations for the *Checklist supplement* and index would require a reorganized and enlarged cataloging force sufficient to cope

with the situation. This means the immediate necessity of increased appropriations for catalogers in our office, as urged in your resolution of last year, which was sent to the Appropriations Committee of both houses of Congress, but which so far has proved unavailing. Neither your resolution of last June nor urgent appeals made last fall by Mr. Carter and Mr. Tisdell in personal hearings before the House Appropriations Committee and by Mr. Carter on p. 38 of his 1921 annual report to Congress have resulted in the increases asked for, nor in the reorganized and reclassified force absolutely necessary to keep our present trained force intact and to attract new and experienced catalogers to our office.

In lieu of the increased budget asked for, Congress voted appropriations for three additional catalogers, but made no provision for increases of salaries to hold our present trained force. We lost many catalogers during the war and resignations still continue. We cannot keep our quota full. If only one of the reclassification bills now before Congress might become law before June 30! Then eventually there would be hopes of catching up arrears in document catalogs and after that of undertaking the enlarged program of checklist work.

You will doubtless be amazed, as were we ourselves, to learn that the number of publications in the Public Documents Library (not including maps, which were not entered in the *Checklist*) has increased from 100,000 in 1909, when the printed *Checklist* closed, to approximately 300,000 in 1922; that is, an increase of 200 per cent. In other words, the *Federal Government has in the last 13 years issued twice as many publications as it did during the first 121 years of its existence*, between 1789 and 1909; hence a supplement to the *Checklist* would of necessity include twice as many publications as did the original *Checklist*. The supplement, therefore, would be a stupendous undertaking and an index to both the *Checklist* and the supplement would be an even greater task. When the time arrives for resuming checklist work, the superintendent of documents will want a definite statement from librarians as to which they want first—an index to the present *Checklist* or a supplement.

It has been suggested that as a help to librarians in the meantime, a short office bulletin of approximately 60 or 70 pages might be compiled, giving merely a list of series titles for new classifications assigned in our library since January 1, 1910, with an indication of the scheme of book numbers used in each class. It would be similar to our *Bulletin 15*, which listed new classes assigned to October 31, 1913. But office conditions are such that it does not seem possible at the present time to undertake the compilation of such a classification bulletin.

PROGRESS ON CATALOGS AND INDEXES

MONTHLY CATALOGS AND INDEX THERETO. During the past year the *Monthly Catalogue* has been issued more promptly than for many years. It has made its appearance within the month following issuance of the publications it catalogs. This greater speed has meant no added rush on our part, for printers' copy has *always* been sent to the government printing office very promptly at the close of the month; but the present public printer's efficient administration has resulted in far greater speed in the mechanical processes of printing and binding this publication, which gives us the finished product in one month, instead of two. Mr. Carter and his able assistants deserve the credit.

As to the annual *Index to the Monthly Catalogue*, work on this is also strictly up to date. May, 1922, is now being indexed. Naturally the index for the year cannot be finally edited until after the June *Catalogue* appears in July. But you may expect the next *Index to the Monthly Catalogue* as soon as it is humanly possible to finish it and get it printed.

DOCUMENT INDEXES. These also are strictly up to date. Since the Swampscott conference, the *Sessional Index* for the 66th Congress, 3d session, December, 1920-March, 1921, has been issued and distributed; and the galley proof has been read on the next *Document Index* for the last session, the 67th Congress, 1st session, which may therefore be expected within a reasonably short time. Meantime, you have the schedule of volumes for that session. The Congressional documents and reports of the present session, the

2d of the 67th Congress, are, as usual, being indexed as issued.

DOCUMENT CATALOGS. At the beginning of the war work on this series was practically up to date; but, owing to war conditions, the *Document Catalogues* necessarily suffered while our crippled force struggled hard to keep the more current publications going. Under pressure from within and without, our small but loyal catalog force, under the most efficient direction of Helen C. Silliman, has accomplished this past year, in addition to our other regular duties, an amazing amount of work on the belated *Document Catalogue No. 13* for the 64th Congress, 1915-17. I am delighted to report that the catalog is set up in galley form and that more than half of it, that is, the entries from A-Lumber—had already been made up into 1311 pages before I left Washington. Our estimate as to the total number of pages is approximately 2500, double column, large octavo, which is several hundred more pages than the preceding catalog had. We expect that the finished 64th *Document Catalogue* will be ready for distribution early this fall.

WEEKLY NOTES OF INTEREST

Last fall, as noted by Miss Guerrier in *Public Libraries*, October, 1921, p. 471-472, and by Mr. Carter on p. 37 of his 1921 report, arrangements were agreed upon for inaugurating a special library information service in the office of the superintendent of documents, which would take over Miss Guerrier's *News Notes on Government Publications*.

Plans for a new periodical giving information of interest concerning government publications were immediately formulated by our office and were submitted last September to Mr. Carter for his approval. Just about that time, as you will remember, Congress officially put the ban on the issuance of certain periodicals, many of them of long standing and of great interest and importance to the general public. On account of existing explicit provisions of law, therefore, Mr. Carter and Mr. Tisdell were forced to wait.

Now the ban is lifted; for Congress has recently passed a Senate Joint Resolution (No. 132) "to authorize the printing of jour-

nals, magazines, periodicals, and similar publications, and for other purposes," which became law on the 11th of May as Public Resolution 57, 67th Congress.

Under this resolution the head of any executive department, independent office, etc. is authorized, *with the approval of the director of the Bureau of the Budget*, to use from appropriations available for printing and binding such sums as may be necessary for the printing of whatever material of this nature the head of the department may certify in writing as necessary in the transaction of the public business.

Some of the interrupted periodicals will doubtless be resumed under the authority of this resolution; and under its provisions Mr. Carter and Mr. Tisdell hope to launch our new periodical, providing the Bureau of the Budget approves our request for publication. We are now (June 22) waiting for authority to print and we hope that the publication may start soon after that authority is secured.

The publication as planned by us should prove of great interest to librarians and the public generally. It is to be issued weekly and will contain pertinent information concerning some of the most popular and interesting of government publications. It will not have more than four pages a week, octavo size. In addition to the bibliographical descriptions and annotations it will show our library classifications and whether the publications are for sale or free distribution, where they may be obtained, the price, whether or not they go to depository libraries, and other general information of interest.

ADDITIONAL COPIES OF PUBLICATIONS FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS

The 2d proviso to Public Resolution 57, 67th Congress, approved May 11, 1922, mentioned above, is very far-reaching in its effect. It provides "that the public printer shall print such additional copies of any other government publication, not confidential in character, as may be required for sale to the public by the superintendent of documents at the cost of printing and binding, plus 10 per centum, without limit as to the number of copies to any one applicant

who agrees not to resell or distribute the same for profit. . . ."

Our office may hereafter sell more than one copy of a government publication to a single individual.

The proviso is of still greater importance to libraries, because under its authority additional copies of bills, resolutions which heretofore you could not get—and also any other publications not confidential in character, may hereafter be printed for sale by the superintendent of documents. The superintendent of documents cannot distribute such hearings, etc., free, *not even to depositories*; but from previous urgent requests for such publications, we assume that librarians of depository and non-depository libraries may all be glad to pay a reasonable price for them. Of course I cannot foretell what effect this new provision may have on future printing legislation.

CHANGES IN DISTRIBUTION TO DEPOSITORY LIBRARIES

SELECTIVE PLAN. By this time every depository knows that the selective plan is to be put into effect under the act making appropriations for the office of the superintendent of documents (Public Act 171, 67th Congress, approved March 20, 1922). The act carries a provision that "no part of this sum shall be used to supply to depository libraries any documents, books, or other printed matter not requested by such libraries." Only a few words, but they effect a wholesale change in depository distribution.

A selective list entitled *Classified list of United States public documents for selection by depository libraries*, July 1, 1922, is ready for distribution. Depository libraries may on application receive an extra copy of this list; but the list is not for the non-depositories.

In order to receive shipments under the new plan a depository must return the list checked with series of publications wanted. Shipments will be made as usual under the old plan until sufficient time has been given librarians to return the checked list. The checking should, however, be done promptly. Of course those who desire to receive everything may continue to do so by giving satisfactory proof of their ability and willing-

ness to make such government publications available for public use. No more storing of public documents in the basement or attic or other inaccessible place.

Paragraph 2 of one of the Public Documents Round Table resolutions passed last June, in asking for selection of public documents, indicated your desire that state libraries "shall receive everything published." Present legislation grants to state libraries, as well as to other depositories, the full power of selection. It is, however, devoutly to be hoped that all state libraries, or state university libraries, will elect to receive everything; for there should be in every state at least one library which continues to receive a complete set of federal publications.

DAILY DISTRIBUTION TO DEPOSITORIES. It may not be generally known that another radical change becomes effective when the selective plan goes into operation. Shipments to *all depository* libraries will hereafter be made as the publications are issued. No longer will they be held up until a sizable package accumulates, or until the end of the month.

During the past year this daily service has been given to six depository libraries that had made formal application to the superintendent of documents. The experiment worked so well in these cases that the superintendent of documents was just on the point of extending this daily service to all depositories, when he learned that Congressional action was then being taken toward putting the selective plan into effect at the beginning of the new fiscal year. It was deemed wise to inaugurate both changes at the same time.

The depository invoices will be sent as usual at the end of the month.

DEPOSIT ACCOUNTS

In response to many requests from libraries, the superintendent of documents hopes to develop at an early date a plan for deposit accounts, upon which libraries may draw in payment for documents ordered. Limited appropriations for clerical force have heretofore prevented us from maintaining a sufficient number of bookkeepers to handle such accounts. Meantime many libra-

rians find convenient our coupons, which are issued in sets of twenty for \$1.00, each coupon having the face value of 5 cents.

LAST YEAR'S ROUND TABLE RESOLUTIONS

This paper has already shown what action has followed some of your resolutions. I am forced to add, however, that your resolutions on questions 7 and 10 of Miss Woodford's questionnaire relating, respectively, to "changes in covers, printing and decorations of covers" and to "documents needed in popular form," cover matters which are entirely outside of the jurisdiction of the superintendent of documents.

In my report of last July to the public printer I suggested that these two resolutions "relate to matters which might normally be considered by the permanent conference of government officials in charge of publications," which body functions in connection with the Bureau of the Budget. But so far as my observation goes I have failed to notice any radical changes in the form of publications.

PRINTING LEGISLATION

The new printing bill is still in the hands of the Joint Committee on Printing. It has not yet been introduced in either the Senate or the House of Representatives. Constructive criticisms of the committee print of the bill were submitted a year ago by the superintendent of documents to the Joint Committee on Printing. The intervening year has seen radical changes in printing and distribution and the chances are, therefore, that the new bill may largely be redrafted before it is finally presented to Congress.

The following report explanatory of Miss Hartwell's speech was submitted and, with consent of those concerned, is printed with the minutes of this session:

BETTERMENT OF PUBLIC DOCUMENTS SERVICE TO LIBRARIES

A report to the Hon. George H. Carter,
Public Printer, July 29, 1921

BY MARY A. HARTWELL, *Superintendent of Documents Office, Washington, D. C.*

Great interest in government publications was displayed at the conference, not only at the two sessions of the Public Documents

Round Table (presiding officer, Herman H. B. Meyer of the Library of Congress), but also at several other sectional meetings and in personal conversations.

The general consensus of opinion seemed to be that there is now a golden opportunity to accomplish definite results, an opportunity brought about by a timely combination of circumstances, the principal elements in which are: (1) The appointment a year ago at the A. L. A. Colorado Springs conference of a committee to survey the popular use of documents in libraries and to report at the Swampscott meeting of the Public Documents Round Table; (2) The fact that now we have a public printer and a superintendent of documents, both of whom are vitally interested in the library situation and will sympathetically bring library needs and desires before the Joint Committee on Printing and other members of the Senate and House of Representatives; (3) The fact that a new printing bill is about to be introduced and that such suggestions of the American Library Association as meet with your approval and the approval of the Joint Committee on Printing can be incorporated in that bill or in regulations of the Joint Committee on Printing. The most important of those suggestions are summarized in the following paragraphs.

A. L. A. SUGGESTIONS ON PRINTING AND DISTRIBUTION WHICH MAY AFFECT NEW LEGISLATION OR REGULATIONS

(1) **COMPENDIUMS.** Repeated and urgent were the calls for the resumption as a government publication of the weekly and monthly *Compendiums* formerly edited by W. Ray Loomis. These *Compendiums* are absolutely essential to facilitate the Congressional reference work in libraries of all sizes and kinds—federal, state, law, special, business, public, college, reference. Can anything be done to hasten Congressional action on House Concurrent Resolution 19, providing for the publication of a compendium showing the status of legislation of Congress, which was referred to the House Committee on Printing on May 26, 1921?

(2) **CONGRESSIONAL HEARINGS.** There is a crying need in libraries for the hearings printed by committees of Congress. The A. L. A. wants legislation which will dis-

tribute them automatically to libraries. The Association also asks legislation which will provide that the text of bills shall be incorporated in the hearings themselves.

(3) **PRIVATE REPORTS.** Libraries ask that committee reports on private bills be sent to depository libraries as well as reports on public bills, and that the law be changed accordingly.

(4) **SELECTIVE PRIVILEGE.** My announcement that libraries are soon to be allowed the privilege of selecting what documents are wanted was greeted with hearty applause. Evidently this new principle fills a long-felt want and the A. L. A. approves legislation to this effect. However, the Association makes an important suggestion. Many libraries see a grave danger in the selective principle, namely, that it might, and doubtless would, sometimes happen that nowhere in a particular state could a complete set of public documents be found. The Round Table passed a resolution to the effect that the new printing bill should be so amended as to provide that state libraries shall continue to be depositories of all public documents, as heretofore.

George S. Godard, state librarian of Connecticut, suggested a combination of the designation and selective principles, namely, that every state library, or state university library, one or both, should be required by law to continue as designated depositories to receive all government documents, other libraries being allowed the selective privilege.

(5) **LIBRARY CIRCULATION OF PUBLIC DOCUMENTS.** Under existing law public documents are supposed not to circulate. But at both sessions of the Round Table and on many occasions in private conversations I was asked for a ruling on this point. I am sure that you, as well as Mr. Tisdell, will support me in my replies to the effect that the present administration stands for the widest possible use of documents and that no library would be challenged if it circulates documents. But there is a growing demand that the new law shall permit their circulation like other books. It seems most desirable that the law should be changed.

(6) **TOO MANY SOURCES OF SUPPLY.** Librarians complain that there is "too much machinery about ordering"; that "libraries which

are not depositories now have to write to congressmen, then to issuing office, and finally have to purchase." That there shall be one source from which all documents can be obtained, whether free or by purchase (preferably from the superintendent of documents) seems to be an urgent need.

(7) CHARGE ACCOUNTS FOR LIBRARIES. Several requests appear for the establishment of charge accounts for libraries.

(8) DAILY DISTRIBUTION TO DEPOSITORY LIBRARIES. Several requests for a daily distribution to depository libraries were made on cards submitted to the committee appointed at the Colorado Springs conference. These requests are in addition to the four official requests which I have already reported to Mr. Tisdell. I recall one request for a weekly distribution; but many others ask for "prompt delivery as published."

(9) SUGGESTIONS BY H. W. WILSON OF NEW YORK CITY. Mr. Wilson made important suggestions which are worthy of consideration as coming from a highly successful business man and publisher of library reference books. Mr. Wilson wants the government to make it easy for our public to get what it wants. To help in accomplishing this purpose he suggests some radical changes. In the summer of 1920 Mr. Wilson traveled in Europe and found that in Germany post offices are required by law to handle subscriptions for German government publications. And in London he noticed on a single street, not far apart, two stores where English government publications could be bought. Mr. Wilson therefore makes the suggestion that our government sell its wares through the post offices.

He advocates that stamps be accepted in payment, and that an arrangement be sought with the post office authorities whereby the post office will buy stamps back in quantities at a slight reduction.

Another of his suggestions is that all free congressional distribution be stopped and that a charge of at least a penny be made to prevent waste. He goes so far as to suggest that there be no free distribution at all, not even to libraries; however, I am sure that the suggestion to stop the free distribution to libraries would meet with

much opposition from the libraries themselves.

PUBLICATIONS OF THE DOCUMENTS OFFICE

Requests from the A. L. A. for our office publications were made as follows:

(1) That issuances of *Document Catalogues* be hastened as much as possible.

(2) That a supplement to the *Checklist* and also an index to the *Checklist* and supplement be compiled and issued. I quote from a personal letter to myself from George S. Godard, dated July 20: "I certainly hope that provision may be made for the *Checklist* supplement and index to be published in the near future. Such publications would be a long step in popularizing and making accessible the publications of the government, which in many cases today are not accessible, because unknown."

(3) That a compilation be prepared showing new classes assigned from the close of our *Checklist*, 1909, to the present time, a publication similar to our office *Bulletin 15*, which covers from January 1, 1910, to October 31, 1913.

(4) That the "Notes of General Interest" be resumed in the *Monthly Catalogue*. One prominent librarian suggested that they might be syndicated for newspapers. The A. L. A. requests are for "Notes" as were written by Mr. Crandall for several years, ending with the November, 1914, issue. They want general information, not just advertising material such as was included in the "Notes" which appeared for a while longer, but which were eventually discontinued with the August, 1917, issue of the *Monthly Catalogue*.

RESOLUTIONS PASSED BY THE A. L. A.

Among the resolutions passed by the A. L. A. and affiliated bodies meeting with it, the following are the ones which have the most important bearing on the work of the office.

PRINTING AND DISTRIBUTION OF PUBLIC DOCUMENTS. (1) Resolution based on replies from libraries to question 7 of a questionnaire sent out by a committee appointed at the last A. L. A. conference at Colorado Springs to survey the popular use of documents in libraries. Question 7 reads: What

changes in covers, printing and decorations of covers would simplify and lessen cost of preparation for circulation? (Passed by Public Documents Round Table June 25, 1921.)

(2) Resolution based on question 10 of the above-mentioned questionnaire, which reads: What documents are needed in popular form? (Passed by Public Documents Round Table June 25, 1921.)

(3) Resolution based on question 11 of the same questionnaire, reading: Distribution of government publications to libraries (please give suggestions and criticisms). (Passed by Public Documents Round Table June 25, 1921.)

It seems to me that the first two resolutions, on questions 7 and 10, relate to matters which might normally be considered by the permanent conference of government officials in charge of publications, which I understand has recently been inaugurated as a result of your suggestion to the Budget Bureau. The third resolution concerning question 11, about distribution, contains a suggestion for the new printing bill as stated on p. 2, under (4).

For further information relative to the three resolutions mentioned in the preceding paragraphs, it seems to me essential that an examination be made of the replies from libraries as shown by about 300 cards which were temporarily loaned me by Jessie M. Woodford and which are at your disposal in case you wish to see them. Miss Woodford is head assistant in charge of documents at the Chicago Public Library and is chairman of the committee which sent out the questionnaire and reported thereon June 22 at the meeting of the Public Documents Round Table at Swampscott. Her committee is continued for the following year with instructions to prepare a handbook on the popular use of documents.

SALARIES OF CATALOGERS IN THE OFFICE OF THE SUPERINTENDENT OF DOCUMENTS. Resolution asking for increased appropriations for catalogers in the office of the superintendent of documents, in order to bring up to date the series of *Document Catalogues* and to create a new force to compile (1) a supplement to the *Checklist* from 1909 to date and (2)

an index to the original *Checklist* and to the supplement. (Passed June 24, 1921, at a joint meeting of the two associations of State and Law Libraries. Passed also the next day, June 25, at the final session of the Public Documents Round Table.)

Similar action was taken June 24 at a meeting of the College and Reference Section, which voted that the chairman of the section should write letters to the proper authorities in Washington and that the individual librarians be requested to write to their Congressmen relative to the necessity for more money to compile these particular publications.

SALARIES IN THE CATALOG DIVISION OF THE LIBRARY OF CONGRESS. Resolution showing deplorable conditions also in the Catalog Division of the Library of Congress and proving the necessity for increases in catalogers' salaries there. (Passed by the Catalog Section of the A. L. A., approved by the A. L. A. Council, and passed by the A. L. A. at its last general session on June 25.)

RECLASSIFICATION OF GOVERNMENT EMPLOYEES. Resolution favoring the general principle of reclassification and giving approval to any bill which will provide a proper status and classification for librarians and catalogers in the government service at Washington. (Approved by the A. L. A. Council and passed by the A. L. A. at its general session on June 25.)

DEPARTMENT OF EDUCATION. Resolution for the creation of a Department of Education as an independent executive department. (Approved by the A. L. A. Council and passed by the A. L. A. at its last general session on June 25.)

NATIONAL LIBRARY SERVICE. Resolution for the establishment of national library service in the Bureau of Education. (Approved by the A. L. A. Council and passed by the A. L. A. at its last general session on June 25.)

DOCUMENT SURVEY

The charts and graphs which for lack of time to prepare did not accompany the report of the Sub-Committee on the Popular Use of Documents in Public Libraries when presented at the Swampscott Round Table

were exhibited and briefly explained by the chairman.

The maps, charts and graphs pictured vividly the findings of the survey, and brought the following vital points before the meeting:

That there is a deplorable need for library extension, and that there are hundreds of counties in the United States without a public library of even 7,000 volumes.

That there is a great waste of time, money and energy on the part of libraries to obtain free documents for circulation, and that this is shared by the government departments and Congressmen; that 43 per cent obtain free documents; that only 15 per cent purchase. Hence libraries should be able to obtain material through only one bureau.

That educational circles are the largest users of circulating material; that business comes second with agriculture and social life far below.

That two-thirds of the government depositories are in other than public libraries and give only a specialized service not to the general community; that a little more than one-third are in public libraries where the entire community is served. This accounts for the over-balanced proportion of use by educational circles which is directly traceable to the depositories in college and school libraries. Hence the tremendous need of more government depositories in public libraries to increase the service to entire communities and to increase the practical and popular use of governmental publications.

The discussion of the daily distribution of documents was opened by President Azariah S. Root, who had found it extremely satisfactory because he was able to produce a document as soon as news notice was given. The use of documents has been increased and inquiries for document material has been greatly stimulated.

Francis L. D. Goodrich of the University of Michigan Library also favored the plan of daily distribution and had found it a great help in reference work.

Miss Woodford spoke on the increased confidence on the part of the public, especially business men, which had come as a

result of receiving documents daily. The Chicago Public Library is receiving documents even earlier than newspapers and in a few cases before release to the executive departments. F. Mabel Winchell testified that the use of documents has doubled in Manchester, N. H., and Mr. Brigham said that he had been saved much money for telegrams, through the daily distribution.

The *Congressional Digest* was described by one of the editors, Mabel Gram. Mr. Meyer warmly commended the magazine, which is strictly non-partisan, presenting both sides of all questions. It aims to give accurate information on Congressional matters.

The need for a petition to Congress to pass a law to allow depository libraries to circulate documents was brought up. Miss Hartwell, in this connection, read a letter from Mr. Tisdell regarding present practice. A resolution in regard to the discontinuance and changed form of various government periodicals, was asked for. The chairman appointed Mr. Severance, Mr. Goodrich and Miss Woodford as a committee on resolutions.

Second Session

The first address of the second session was ON CENTRAL DISTRIBUTING DEPOSITORIES FOR UNITED STATES DOCUMENTS, by George F. Winchester, librarian Free Public Library, Paterson, New Jersey.

Mr. Winchester's paper made some suggestions which are likely to go far in solving the difficulties librarians encounter in securing documents, especially those which are out of the way, scarce or difficult to handle. His suggestion is that the government maintain a few lending depository libraries or collections located in various parts of the country, these collections to be made as complete as possible, and the librarians or custodians be prepared to lend the documents on requisition from any library within their districts.

This plan would do away with the hopeless efforts of the smaller libraries to take care of large collections of public documents, while at the same time it places a practically complete collection at the disposal of even the smallest library. A moment's

consideration will show that the saving to the government, to libraries throughout the country, and to students and investigators is so great, and the possibilities of development so likely to meet all future needs that it is hoped Mr. Winchester will develop the plan more completely in a revision of his paper.

The next paper was

THE SCHOOL AND THE LIBRARY: THE NEW CIVICS AND THE USE OF DOCUMENTS

BY JOSEPHINE LESEM, *Teacher of Community Civics, Senn High School, Chicago, Illinois*

Educators are agreed that the aim of the new schools' curriculum shall be teaching citizenship and that the core of material shall be furnished by the social studies. They are also agreed that the courses in community life, world history, United States history and problems of democracy (including social, economic and political problems) shall be taught; and that any method of class-room procedure that fails to interest young people in the forming of the habits of good citizenship, of initiative and leadership is a failure. But here agreement ends. Text books are either non-existent or are only partially adapted to courses for which they are designed. The relative time to be given history, civics, economics and sociology is also in dispute. The national associations of education, of political science, political economy and sociology have all put forth programs. And, finally, in order that discussion might proceed in more scientific fashion a new organization, the National Association of Teachers of Social Studies, has been formed. It will act as a sort of clearing house for all ideas and programs and attempt to develop a more commonly accepted opinion than now exists. Enough has been said, I think, to show that the situation in the educational world is somewhat chaotic and that this paper, based as it is upon one teacher's experience and unaccompanied by anything resembling what Mr. Rugg of the Teachers' College, Columbia University, would call a "meas-

ured result", can do nothing more than state the difficulties confronting the teacher of the new civics and trust to the future for solution.

The second phase of our discussion grows out of the fact that two years ago Chicago high schools started upon a reorganization of their curriculum by instituting a social studies course in the second year that was to be required of all students as soon as experiment proved it successful and teachers were available. I was one of the teachers commissioned to inaugurate the experiment. The content of the course was to be similar to that usually given in such books on community civics as Dunn's *Community and the citizen*, Nida's *City, state and nation*, and Hughes' *Community civics* which were the best available texts. But the course was not to be essentially a text book course. It was to begin with pupil experience, with the things that could readily be made a part of pupil experience, and gradually lead boys and girls to an appreciation of great world problems. It was to begin with home, church, school, community; our home, our church, our school, our neighborhood, our city, our state, our nation, and aim toward developing responsibility for the preservation of these institutions because of the great services they render the individual. In addition to teaching facts and mental attitudes, it was to give opportunity for student initiative and co-operative activities.

Such a course you will readily see is not a text book course and never can be. That text book makers realize this is evidenced by the fine long reference lists contained in the two latest and best texts published thus far: Hill, *Community life and civic problems* (Ginn & Co.) and Dunn, *Community civics for city schools* (D. C. Heath). These lists should be in the possession of all schools as well as documents librarians, because they furnish reliable suggestions on certain phases of library equipment for social studies courses.

Where shall the teachers dealing with such a mass of changing fact turn for help? What are the sources to which teachers and pupils searching for truth may go when text books are incomplete, inadequate or not in

line with the latest opinion and information on topics with which they deal?

Because pamphlet material is cheap, because it is often to be obtained in abundant supply at little or no cost, because it is one of the most direct approaches to many problems, the documents librarian has been called on for help. Is the material he has to offer us satisfactory? Will boys and girls use it? Do they like it? What types of documents meet their approval?

Boys and girls will and can use pamphlet material. Some pupils like it and indeed prefer it to any other. One reason for this is that it appeals to three very human emotions: (1) the love of collecting; (2) the love of owning; (3) the love of getting something for nothing. I have known children to gather stacks of material and read none of it. Many students admit that documents are "too hard," "too dry" and "too long" or not easy to handle because the thing they want is a kernel of wheat that must be ferreted out from what to them is a bushel of chaff. But the pupils who like documents do so, they tell me, "because they are clearly written," they "are brief," they have "real facts," they contain "more up-to-date, more accurate material" than does the text.

Because I happened to have 40 copies of the Illinois Constitution, I handed it out for study during two consecutive study periods to each of four classes.

Are the documents now available suited to the demands made upon them by the new social studies courses? Some of them are naturally more usable than others and the pupil comments I have just quoted give us some idea as to the qualities usable documents should possess. They must be interesting, clearly, and concisely written. They must deal with intimate, first hand information, and answer accurately questions that every citizen ought to know about his government and how it serves.

But available documents do not always do these things. Besides, many of them, especially those issued by local governments, are written with a purpose of showing how well a particular official or party administration has done its work, are political propaganda rather than reference material for

searchers after truth. Others are too technical and are of value to the expert or city administrator, but almost unintelligible to the layman, certainly beyond the powers of boys and girls.

Vague rumors of an existing list of documents serviceable for school use and particularly for the purpose of this course have reached me but neither I nor the two documents librarians I have consulted have been able to discover it. Therefore I feel justified in saying that no exhaustive investigation has been made as to which documents now available are best suited to school use.

A. W. Dunn in his *Community civics for city schools* has the longest list of references to government documents and pamphlet material issued by private organizations that has been published, in any text on community civics. It is worthy of the attention of the librarians as are also his preface and the preface to Mr. Hill's book. Both books are, I believe, available for examination by those here this evening. I fear, however, that Mr. Dunn has not tested out his list with children. For example I quote this interesting bit from page 106: "The complete official record of the Senate debate on the Treaty of Peace is to be found in the *Congressional Record*, a file of which should be in your public library."

It is good for boys and girls to know that government publishes and publishes lavishly; it is good for them to know that this material is available and that no American citizen need be ignorant of what government is doing and how it can serve him. But it is indeed a remarkable ninth or tenth grader who can find his way through the Senate debates on the Peace Treaty or who has the time and energy to do such voluminous reading on a single topic. We must consider too the supply of documents. Mr. Dunn suggests that but one member of a class be permitted to write to Washington for each document needed. In the case of certain documents one is enough, but of others there should be a sufficient supply for all or most of the class. Libraries usually have one or two copies of each pamphlet. What will they do on the days when twenty

high school teachers each interest ten students in looking up material on the same topic? When every high school class in the country begins to write for documents to Washington and to the state capitol, will government officials continue to be courteous in their responses to these pupil appeals?

Have I made it clear that the new civics and the problems of finding suitable reference material for both teachers and pupils opens up a vast field for research, for class room experiment, and co-operation among educators including college professors, principals, teachers and librarians? If I have, may I close by listing the points that seem to be vital if co-operation is to be secured and is to lead somewhere?

(1) Text books are inadequate and much of the reference material now available unsatisfactory.

(2) Teachers are untrained in both the method and the subject matter of the new civics. Yet circumstances are forcing them into teaching it. They must reorganize and add large masses of new material to their store of information. They need help and because the new education and the new civics have great social possibilities, means must be found to lighten the burden of the teachers who are carrying the torch that is to illuminate the new day.

I perhaps paint the situation somewhat gloomily, for promising things are happening. The texts published this year show a real advance. The newly organized National Association for Teachers of Social Studies plans to make a nation-wide survey of the situation and to operate through local and sectional branches as well as through a national executive committee. This year, the Chicago Principals' Club and the Chicago Boosters' Club printed two usable pamphlets on the Chicago school system and Chicago as an educational center. Next fall the Chicago Board of Education will publish five thousand pamphlets dealing with institutional and local governments in Chicago and Cook County. Some documents librarians believe that the government should come to our aid and publish digests of, or excerpts from, certain of its reports. But there are dangers connected with asking government to print for schools:

(1) Will it keep its pamphlets and bulletins up to date? (2) Will it be willing to take advice from documents librarians and teachers as to what is interesting and worth while? (3) Will it refrain from using its great power to propagandize the community?

We must not build a new Austria or a new Russia on this side of the Atlantic. If government publishes for information it must speak of things that are and ought to be and not give glowing descriptions of what is not, nor ignore what is deplorable and requiring change.

The exact relationship of the documents and school librarians to the reorganized social studies courses will be, I think, closer than any that has ever existed between the two great educational institutions in our democracy—the library and the school. The work of clipping from newspapers, from magazines, of supplying book and document reference material falls to the librarian. It is the teacher's task to see that her pupils are interested in using what the librarian has gathered. Some day we may have local, sectional and national committees composed of class-room teachers, college professors, business men, and librarians whose task will be one of constantly revising material for class use and who with the co-operation of boards of education, publishers, national educational societies, state departments of education, and the United States Bureau of Education, will supply published results of their work in a form that can be broadly circulated. The time is not yet ripe for dogmatic statements as to the solution of the difficulties I have sketched. But it is clear that the librarian and the teacher must recognize themselves as co-operating in meeting a very real problem.

In commenting on the paper Mr. Meyer spoke of the need for revision of certain documents and for adequate indexing, especially the *Congressional Record*, for which the Library of Congress has found it necessary to make its own subject index. He added that the suggestion for a special condensed edition indicated a lack of perspective on the part of the teacher, since the government publications are not prepared primarily for school use, but for department purposes. Miss Woodford pointed out that

such an edition would also be useful to any citizen.

A short time was devoted to the discussion of the topic, THE ATTITUDE OF THE LIBRARY ASSISTANT TO DOCUMENTS—HOW CAN IT BE IMPROVED?

The question of whether the documents survey be carried further to cover college, reference, school and special libraries, was discussed at some length. Miss Woodford stated that to complete the survey a similar questionnaire, conducted by a committee of specialists would be highly advisable. Dr. Carr suggested a survey from Washington. Mr. Meyer thought that the matter should wait, especially since he could no longer retain the chairmanship of the Public Documents Round Table, and preferred to have such an understanding begun by his successor.

The following resolutions were adopted:

Whereas, The distribution of public documents by the office of the superintendent

of documents in the past year has witnessed many improvements in the service which have been entirely for the benefit of libraries, therefore be it.

Resolved, That we express our hearty appreciation of these constructive measures and improvements, especially the daily distribution of documents to the depository libraries.

Whereas, Through the necessity for economy the government has suspended several periodicals of importance and special interest to the public, such as: *Public Roads*, *Vocational summary*, and *School life*, therefore be it

Resolved, That the Documents Round Table in session request the early consideration of the resumption of these and other similar periodicals because of the demand for them, and their practical and educational value, and be it further

Resolved, That copies of these minutes be sent to the public printer, the superintendent of documents, the Joint Committee on Printing, and to the various government offices concerned.

SCHOOL LIBRARIES SECTION

First Session

The first session of the School Libraries Section which was held in the Hutchins Intermediate School Library, June 27, at 2:30 p. m., was called to order by the chairman, Marion Horton, principal of the Los Angeles Library School, Los Angeles, California, who after a word of welcome appointed the following committees: a Nominating Committee and a Committee to Draft a Constitution for the School Libraries Section.

The chairman announced that instead of having the reading of the minutes of the last conference Martha Pritchard would summarize the achievements of the School Libraries Section for the last two years. Miss Pritchard reported that the results of the investigation in training for school librarianship, made during the two years that she was chairman, had been incorporated in the report of the Library Training Committee (see p. 206), and would be the basis of further recommendations of that body.

The chairman told briefly about the voting contest being held for a two-foot shelf for a county school and urged everyone to vote.

The following paper was read:

OPPORTUNITIES IN JUNIOR HIGH SCHOOL WORK

By MARION LOVIS, *Librarian, Hutchins Intermediate School, Detroit, Michigan*

The Hutchins Intermediate School library is only four months old, but already it is beginning to show definite characteristics and tendencies. It is because this library is typical of intermediate school libraries that I wish to speak of it, and because it may interest you to know what the uses of these various rooms have come to be. The things which are daily revealing themselves to me as significant may, however, be already commonplace to many of you.

Those of us who have gone as librarians into schools of the old tradition have often felt oppressed by the rigidity and formality of the system, and by the supremacy of those facts and subjects represented in the course of study over all other knowledge. We have found often little comprehension that our work was educational, except as it followed and stressed those subjects. We have had our solemn debates with the authorities over whether or not magazines and fiction should be read in school time, and we have